



Permit Application Checklist (Interior Alterations)

Project Address	Permit Appl. No. (Office Use)
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TO BE COMPLETED BY THE PERMIT APPLICANT AND SUBMITTED WITH EACH APPLICATION

All permit applications must be accompanied by documentation in sufficient detail to allow the design to be reviewed for compliance with the Ontario Building Code and all applicable law. This checklist summarizes the documentation that must be submitted with the permit application. **Permit applications may be refused where any of the required information is not submitted at the time of application.**

Legend: Submitted Not submitted Not required

PART A: DRAWINGS AND DESIGN DOCUMENTS**Site Plan:** (to scale & fully dimensioned)

- Key plan showing unit/suite & adjacent uses
- Zoning Summary
(use description & parking requirements)
- Overall dimensions of unit/suite (width/length)

Architectural: (to scale & fully dimensioned)

- Professional seal/signature (OBC Part 2)
- Ontario Building Code Data Matrix
- Designer information on documents
- Existing floor/mezzanine plans (all floors levels)
- Proposed floor/mezzanine plans (all floors levels)
(showing all existing/required fire separations)
- Barrier-free washroom details (where required)
- Reflected ceiling plans
- Stair & ramp details (incl. guard & handrail details)
- Room Finish and Door Schedules
- Details and construction notes/specifications

Structural: (where structural alterations are required)

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- Footing/Foundation plans (incl. design loads)
- Floor framing plans (incl. design loads)
- Roof framing plans (incl. design loads)
- Column & beam schedules
- Sections & details

Mechanical (HVAC & Plumbing):

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- HVAC drawings (coordinated with architectural drawings)
- Heat loss/heat gain calculations/duct design
- Equipment & design specifications
- Fire protection systems:

- Plumbing plans (fixtures, water, drains, venting)
- Riser diagrams

Electrical & Fire Protection:

- Professional seal/signature (OBC Part 2)
- Designer information on documents
- Electrical drawings
 - Electrical supply & distribution plans
 - Fire protection plans
 - Riser diagrams and fire alarm zoning information

Other:

- _____
- _____
- _____

PART B: OTHER DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/> Schedule 1 Designer Information forms | <input type="checkbox"/> Plumbing Data Form |
| <input type="checkbox"/> Schedule 2 Sewage System Installer Information form | <input type="checkbox"/> ASHRAE 90.1 Energy Efficiency Forms |
| <input type="checkbox"/> Completed Applicable Law Checklist | <input type="checkbox"/> Other: |
| <input type="checkbox"/> General Review Commitment Certificates | |

PART C: DECLARATION BY APPLICANT

- All of the required drawings and documents noted above have been submitted with the permit application.
- Certain documents as noted above do not accompany the permit application. Notwithstanding the incompleteness of this application, I hereby request the application be accepted and acknowledge that additional permit fees may be charged for the review of such documents in accordance with the Town of Markham Building By-law.

I have authority to act on behalf of the corporation or partnership with respect to this application (if applicable)

Name: _____ Signature: _____ Date: _____